

TITLE: Permit Technician II

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DEPARTMENT: Development ServicesREPORTS TO: Permit Center SupervisorSUPERVISES: NoneDEFINITION:

Performs a variety of technical and specialized permit processing duties including residential and commercial plans intake, customer counter assistance, permit tracking, land use file submittals, plans review coordination and other technical duties in support of the receipt, processing and recordkeeping functions of the City's permitting section. Provides information and assistance to customers in applying for and obtaining City development permits and land use applications.

DISTINGUISHING CHARACTERISTICS

The Permit Tech II requires the incumbent be fully skilled in both commercial and residential building permit processes and is distinguished from the Permit Tech I by the ability to perform all aspects of the job at the fully trained and contributing level. The Permit Technician II classification is distinguished from the Permit Technician III classification by the absence of on-going leadworker responsibility.

ESSENTIAL JOB FUNCTIONS-- (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Reviews and processes residential and commercial construction documents and applications received from the public; reviews applications to ensure accuracy and completeness; assists in completing applications; provides information regarding the application process and select city development codes and ensures adequate information is being submitted for review.

Collects fees for applications; provides information regarding fee calculation issues; processes incoming payments and fees according to established procedures; prepares related reports as assigned.

Issues a variety of over-the-counter and mail-in permits including all building permits, sign permits and temporary permits determining the type of permit, the correct permit review process and the correct fees to charge.

Reviews and intakes various land use applications utilizing a checklist; submits applications to planning staff.

Provides building and land use information to the public and to staff in person and on the phone.

Performs site plan review on residential applications to ensure conformance with building, land use and development engineering codes. Takes or recommends appropriate action.

Researches a variety of building-related or land use issues including ownership, zoning, easements, right-of-way, city codes, legal descriptions, utility requirements, regulations, etc.; uses a variety of automated systems for research including HTE and GIS; collects and compiles data.

Interprets "as-built" drawings for determining locations of public facilities including water lines, sanitary sewer lines, storm drains, etc..

Monitors the permit review process by routing applications and plans and tracking applications through the approval process; ensures timely processing of application requests.

Prepares and maintains application files and other records.

OTHER JOB FUNCTIONS

May notarize documents for staff and public.

Assists in the development of public information material.

Perform other related duties as assigned.

WORKING CONDITIONS:

Duties are primarily performed in an office environment while sitting at a desk or standing at a counter. May be exposed to angry people at the counter.

QUALIFICATIONS:

Knowledge of:

- Codes and local ordinances as they relate to responsibilities.
- Building construction, engineering, or land use planning principles and practices.
- Record and bookkeeping systems.
- Office practices and procedures.
- Mapping and basic engineering principles and plans.
- Legal descriptions.

Ability to:

- Read and interpret legal descriptions and complex plans and maps.
- Communicate effectively, both orally and in writing.
- Perform mathematical calculations and collect money/checks.
- Establish and maintain accurate records.
- Establish and maintain effective working relationships with employees, customers and others.
- Operate office equipment including office computers and calculator as well as the automated permit tracking system.
- Physical ability to perform the essential functions of the job.

Education and Experience -- Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

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High school or GED, plus one to three years of technical support experience related to building permit processing including customer service experience.

Licenses, Certificates, and Other Requirements

Valid driver's license.

Approved:
Revised: 3/1/07

Union Status: GU
FLSA: NE